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JUL 12 1950

FUTURE APPLICATIONS

1. There are many accounting and record keeping jobs and intelligence problems now being performed by manual or semi-manual methods to which the punched-card method might be applied with resultant savings, greater accuracy, greater speed in obtaining end results and more complete information. Some of these problems have been reviewed in sufficient detail to recognize that definite advantages will accrue through the use of the method, and others are of a type which are usually performed by the punched-card method when the volume of work is sufficient. The present procedures must be studied more thoroughly before recommendations can be made. Also, there are very distinct benefits to be derived through broadening the scope of presently established procedures to include those parts of an entire problem still being performed by manual or semi-manual methods. As has been stated earlier in this report, the several Tabulation Project Planners are aware of the possibility of extending present procedures and are developing the necessary procedures. The principal reasons why such procedures have not already been made effective is (a) due to the absence of well trained machine operating personnel, tabulation project planners have been required to operate machines and therefore have not been able to devote their entire time to development work; (b) some basic procedures are just now reaching that point in their development where planned extensions can be made effective; and (c) some activities are waiting clearance of operating personnel, and cannot assume any additional work load. These difficulties are not uncommon to a growing installation and will be overcome as additional operating personnel report for duty and become proficient in machine operation and thoroughly familiar with procedures; and as the basis procedures become stabilized.

2. Immediate benefits can be realized from, and our effort should be directed toward making effective, the following:

a. Position Control - discussed in Tab B, to be made effective soon for departmental and field positions in the overt offices. Should be extended to include covert offices at an early date.

b. Physical Inventory - as discussed in Tab B, this work has been successfully performed for Special Support Staff and should be employed when inventory of overt stock is taken.

c. Stock Records - as stated in Tab B, procedures are now being developed and will be made effective in July 1950. As soon as the procedures have been perfected through actual operation, they should be extended to include all CIA stock record

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accounting. It is estimated that this can be accomplished by early 1951.

d. Property Record Accounting - This application will be developed in conjunction with the Stock Record application. It consists of establishing a card record of non-expendable items withdrawn from stock and charged to Accountable Officers. Lists of items charged to each account will be automatically prepared periodically or upon request, and furnished to each Accountable Officer. Manual records now maintained in each office will be eliminated, more accurate and up to date records will be established, and a reduction in the number of items annually written off will result. The savings which will be realized cannot be accurately estimated at this time. This application will be made effective concurrently with the Stock Record Application.

e. Preparation of Stock Catalog - The SSS is revising the stock numbers and nomenclature of those stock items which come under its cognizance. When the revision job is completed, it will be necessary and desirable to publish a stock catalog by a method which will permit new papers to be published as new items of stock are added. This requirement has been studied and it has been determined that because of the length and type of description required for many stock items, the addressograph method would be more feasible than the punched-card method. Addressograph equipment owned by the Agency is adequate for the job and will be used. The work of establishing the original addressograph plates for approximately 5700 items will be the most time-consuming part of the job. The work will be started as soon as revised stock numbers and nomenclature are available in August 1950.

f. Personnel Accounting - Definite savings in clerical time, and the production of essential personnel data and statistics are being realized from the current application of the punched-card method to Personnel Accounting requirements. Further savings and advantages will be realized as the application is extended. The extensions have been discussed and approved by the Personnel Office and are planned to be made effective during the course of 1950. The Personnel Accounting Application has been established for the Administrative Staff and to a limited extent for the Special Support Staff. When a machine installation is made in L Building the procedure can be extended to include all SSS requirements and the present savings and advantages will be increased thereby.

g. The applications listed above are major in character and

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will require considerable work and concentration of effort. It is our goal to have these jobs installed and operating by early Fiscal Year 1951.

3. Other applications of an accounting and record keeping nature will be surveyed and recommendations will be made on the basis of the survey findings. Included in this category are:

a. Budget Accounting which offers definite possibilities for advantageous application of the method.

b. In the intelligence field two major projects will be studied as follows:

(1) OSI is interested in adapting the punched-card method to their particular needs and is especially interested in the new "Dyson" punched-card method of indexing and producing abstracts of intelligence information. The "Dyson" machines will be produced by the International Business Machines Corporation. Since the machines are still in the development stage, very little information is released concerning the operation and potential of the machines and methods. It has been suggested that a demonstration of the machines and method be arranged so that this Agency may obtain a thorough understanding of the operation and potential of the Dyson machines. The IBM Corporation has concurred and will inform the AD/OCD as to when such a demonstration can be held. After obtaining this fundamental information an evaluation of the value of applying the method to the OSI problem can be made.

(2) The application of the punched-card method to the special indexing problems in the SO Registry was reviewed some months ago. It was found that certain phases of the job would have been difficult to solve with standard punched-card equipment available at that time. Since then new punched-card equipment has been developed. The new equipment is especially well adapted to the Registry's problems and will overcome the difficulties previously encountered. A detailed study of these problems will be made as soon as possible and procedures will be developed around the use of the new equipment. It is our opinion we can apply machine methods to the Registry and render a greatly improved service. The Assistant Director for Special Operations is very anxious for this to be done.

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c.  listing of radio frequencies.

d. Key roster showing list of key Agency positions and personnel qualified to fill the positions.

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